



# CITY OF PORT ALBERNI

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## CITY MANAGER'S REPORT

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TO: Mayor and Council FILE:

FROM: City Manager – Ken Watson

COPIES TO: City Clerk – Russell Dyson  
Admin Asst/Dep. Clerk – Davina Sparrow  
Guy Cicon, City Engineer  
Theresa Kingston – Dir of HR and Community Development

DATE: January 21, 2009

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**SUBJECT: Update on Climate Change and Sustainability Initiatives Progress.**

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An update document is attached providing information for Council regarding progress on the Climate Change and Sustainability Initiatives currently underway. A copy of this document will also be forwarded to all the members Climate Change Committee which completed their final report for Council in 2008.

Please let me know if you would like any additional information regarding this.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Ken Watson", written over a light grey rectangular background.

Ken Watson – City Manager

\* \* \* \*

January 13, 2009



## **UPDATE ON PORT ALBERNI'S CLIMATE CHANGE AND SUSTAINABILITY INITIATIVES**

A Climate Change Committee was appointed by Council in early 2008 for the purpose of investigating and recommending practical actions for the City and community to undertake to help reduce the negative impacts of climate change. Committee membership was recruited through advertisements in the local press with appointment of selected interested individuals by the Mayor. As indicated in the terms of reference the committee mandate was to provide a report for Council.

The Climate Change Committee met regularly and submitted its final report to Council on May 28<sup>th</sup>, 2008. Shortly thereafter (June 9<sup>th</sup>) Council met with the members of the Climate Change Committee to review in detail the seven recommendations of the report.

On July 14, 2008 Council considered and approved 7 separate motions in response to the recommendations of the Climate Change Committee's report. At this point the mandate of the committee was completed.

Council values the contribution of the Committee and thanks the members for their hard work in researching and preparing the final report. Staff is now working on implementation of the direction provided by Council. The public forum recommended is now in the planning stages and should be hosted in early 2009. We will keep the community and committee members informed on the details of this initiative.

In 2008 Council also commissioned a Community Assessment toward taking action on Sustainability. This was completed by the International Centre for Sustainable Cities (ICSC). As a result of this assessment the City joined the Plus Network of Sustainable Cities through ICSC and has entered into a Memorandum of Understanding committing to pursuing a path of sustainability.

In order to help us move forward on our climate change initiatives and our sustainability commitments, Council has directed staff prepare draft terms of reference for a new ongoing "Sustainability Committee" to provide recommendations to Council on these issues. Details regarding this new committee will be available in the near future.

Ken Watson -Port Alberni City Manager

# **City of Port Alberni Climate Change Committee Terms of Reference**

## **Purpose**

The Climate Change Committee is a select Committee of Council appointed for the purpose of investigating practical actions for the City and the community to help to reduce negative impacts of climate change.

## **Membership**

- Councillor Mealey, Chair
- School District #70 Appointment
- Residents at large, a maximum of 6, selected to include a broad range of interests and ages.
- Staff resources to include the City Engineer and the City Clerk

## **Procedures**

- The Committee shall adopt a meeting schedule but will structure its activities to complete the required tasks within the reporting deadline.
- Minutes of the meetings will be forwarded to Council for information and action as required.
- The City's procedures apply to the conduct of business.

## **Term**

The Committee will serve until the completion of a final report to be presented to the Council for the City of Port Alberni, at the Regular Meeting of April 21, 2008.

## **Contents of the Report**

- Propose public awareness materials for informing the public on their own practical initiatives that may reduce negative impacts of climate change.
- Identify potential procedures for the City to reduce its carbon footprint without significant cost.
- Develop strategies and actions to achieve the following goals for the City:
  - Being carbon neutral in respect of operations by 2012
  - Measuring and reporting on the community's Green House Gas emissions profile
  - Creating a complete, compact, more energy efficient community.

## **The Committee may:**

- Network with other local governments to identify best practices.
- Network with local agencies to summarize the initiatives and opportunities for collaboration.

**MINUTES OF THE REGULAR MEETING OF COUNCIL MEETING HELD  
MONDAY, MAY 26, 2008 AT 7:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

**PRESENT:** Mayor McRae, Councillors Chopra, McLeman, Mealey, Patterson, Solda and Whiteman.

**A. APPROVAL OF AGENDA**

*Mealey/Patterson  
That the agenda be adopted as circulated.*

*Carried*

**B. ADOPTION OF MINUTES**

*Solda/Whiteman  
That the minutes of the May 26, 2008 Regular Council Meeting be adopted as circulated.*

*Carried*

**C. DELEGATIONS**

**1. Climate Change Committee**

Committee members were in attendance to present their report.

*Mealey/Chopra  
That Council for the City of Port Alberni receive the final report of the Climate Change Committee and schedule a meeting at 3:00 pm on June 9, 2008 to discuss with the Committee possible implementation of the recommendations and that the report be provided to the Alberni Clayoquot Regional District, Hupacasath First Nation and Tseshah First Nation for information.*

*Carried*

**2. North Island College Faculty Association**

Mac Newton, Faculty Steward for the Port Alberni campus, North Island College, in attendance to discuss budget reductions and the impact on the College.

*Chopra/Patterson  
That Council for the City of Port Alberni write the Minister of Advanced Education and express its concern over the proposed cuts to operating grants for post-secondary institutions and the impacts that those cuts will have on the affordability and access for students from this community and on the ability of North Island College to continue serving our community.*

*Carried*

**SUMMARY OF THE CLIMATE CHANGE COMMITTEE  
MEETING WITH CITY COUNCIL  
HELD MONDAY, JUNE 9, 2008 AT 3:00 PM IN THE CITY HALL COMMITTEE ROOM**

**Present:** Mayor McRae, Councillors Mealey, McLeman and Patterson  
Penny de Waal, Jen Fisher-Bradley, Robert Gunn and Jonah Zryd

Council met with the Climate Change Committee to review the seven recommendations of their final report. The following summarizes the discussion around each recommendation.

1. Establish a GHG management capability within the City responsible for managing emission reduction and offset activities and accounting and reporting on the City commitment to be carbon neutral.
  - training will be necessary for staff.
  - similar to financial management procedures are in place to document the base line and changes from one year to the next. The documentation will assist future policy to diminish the City's GHG production.
  - involves all departments but requires an individual as a coordinator.
  
2. Establish a Climate Action Team which can network effectively across City Government, Regional District, First Nations and community/business groups, building capacity among stakeholders to address the more strategic adaptation and emission reduction issues.
  - this Team is broader than just the City and ideally would be coordinated by the ACRD.
  - City leadership is required to initiate the Team.
  - The Team performs consultation among the representative groups and outreach to all communities within the Alberni Valley.
  - Team ideally launched with public forum (recommendation #6).
  
3. Adopt least cost, highest impact measures to reduce City GHG emissions and reduce energy costs.
  - groups are available to assist
  - needs experts to review operation and determine practical solutions.

4. Establish a carbon offset/reduction fund as an internal account and earmark sufficient start up funds.
  - details of the carbon offset process are still being determined and require higher political direction (provincial and federal).
  - process is inevitable and necessary to strategy to achieve carbon neutrality in City operations.
  - budget now for eventual start up costs.
  
5. Update City purchasing policy, planning and development regulations and bylaws to encourage low carbon development in the community.
  - Ucluelet has procedure in place to be modeled.
  - develop workshop to identify emissions and how to manage them including key businesses.
  
6. Hold a public forum to discuss this report, develop community priorities for energy saving and energy efficiency and identify groups that would be willing to combine efforts with the City to take on longer term community project development (such as commuter trails and local food production) and public education functions.
  - purpose is to focus on means of sustainable community.
  - requires City leadership with help from the Climate Change Committee.
  - September is a good time but planning needs to start now.
  
7. Take forward infrastructure projects that enable the community at large to reduce GHG emissions, with a priority being to develop and implement a bike and walking trail master plan for the City.
  - develop specific projects ie: foot bridge crossing Roger Creek that has economic benefits too.
  - reconsider street widths, provide bike lanes.
  - partner with First Nations.

The Mayor indicated that staff would provide a summary of the discussion and Council would meet with the Climate Change Committee to consider the recommendations further.

**MINUTES OF A SPECIAL MEETING OF COUNCIL  
HELD MONDAY, JULY 14, 2008 AT 1:00 PM  
IN THE CITY HALL COMMITTEE ROOM**

**PRESENT:** Mayor McRae, Councillors Chopra, McLeman, Mealey, Patterson, Solda and Whiteman.

**A. APPROVAL OF AGENDA (including introduction of late items)**

*Mealey/Patterson  
That the agenda be adopted as circulated.*

*Carried*

**B. CORRESPONDENCE FOR ACTION**

**1. Hugh Grist, Alberni Valley Community Foundation**

*Solda/Mealey  
That the letter from the Alberni Valley Community Foundation offering up to \$1,500 towards a Community Climate Change forum, be tabled.*

*Carried*

**C. UNFINISHED BUSINESS**

**1. Discussion was held regarding the recommendations contained in the Climate Change Committee Report and the following resolutions adopted:**

**1.** *Patterson/Mealey  
That the City Manager meet with management staff and appoint the most appropriate person or persons to be responsible for managing emission reduction and offset activities and accounting and reporting on the City's commitment to be carbon neutral.*

*Carried*

**2.** *Mealey/Patterson  
That Council reserve judgement on establishment of a Climate Action Team until item 6 is reviewed.*

*Carried*

**3.** *McLeman/Solda*  
*That Council for the City of Port Alberni adopt least cost, highest impact measures to reduce City GHG emissions and reduce energy costs and utilize dividend monies received from the Upnit Power Corporation in this regard on an experimental basis.*

*Carried*

**4.** *Mealey/Patterson*  
*That discussion regarding recommendation 4, establish a carbon offset/reduction fund as an internal account and earmark sufficient start up funds, be tabled until buy-in from other agencies is determined.*

*Carried*

**5.** *Solda/Mealey*  
*That staff be directed to review how other communities are undertaking updating of purchasing policy, planning and development regulations and bylaws to encourage low carbon development.*

*Carried*

**6.** *Mealey/Whiteman*  
*That Council for the City of Port Alberni hold a public forum to discuss the Climate Change Report, develop community priorities for energy saving and energy efficiency and identify groups that would be willing to combine efforts with the City to take on longer term community project development (such as commuter trails and local food production) and public education functions, that up to \$1,500 offered by the Alberni Valley Community for this event be utilized and that the City seek other sponsors for the event.*

*Carried*

**7.** *Mealey/Patterson*  
*That staff be directed to research the previous master plan prepared in the 1990s, and make a grant application to have an updated master plan for bike and walking trails.*

*Carried*

*Mealey/Solda*  
*That B.1. letter from Alberni Valley Community Foundation be lifted from the table.*

*Carried*

**Mealey/Solda**  
*That the letter from the Alberni Valley Community Foundation offering to donate up to \$1,500 towards a Community Climate Change forum, be received and Council write to the Foundation accepting their offer. Funds to be utilized to host forum but not applied to rental of rooms to be supplied by City.*

*Carried*



## MEMORANDUM OF UNDERSTANDING

September 2008

This is a Memorandum of Understanding between the **International Centre for Sustainable Cities (ICSC)** and the **City of Port Alberni** concerning membership in the Sustainable Cities: *PLUS Network*.

The City of Port Alberni agrees to:

1. Commit to a path of sustainability (for example, by formally endorsing sustainability principles such as Local Agenda 21, the Melbourne Principles, the Aalborg Charter, or others).
2. Adapt its planning frameworks/ processes to incorporate a long-term time horizon (e.g., including a 100-year vision, a 30-year strategy and shorter-term plans for implementation).
3. Use an integrated (comprehensive) planning approach - incorporating environmental, social, cultural and economic well-being, preferably at both the local and regional level.
4. Identify a short-term project that illustrates action towards long-term sustainability. (This can be an existing project that will be profiled in *PLUS Network* communications).
5. Acknowledge the interests of all community members (e.g., by using a participatory planning process involving citizens, city representatives/ staff as well as private and educational sectors).
6. Establish a reference group/sustainability team that guides the city on its path toward sustainability and in its involvement with the *PLUS Network*.
7. Identify a *PLUS Network* contact person.
8. Share its experiences in integrated long-term planning and short-term action projects with other members of the *PLUS Network* (e.g., through *PLUS Network* events, such as the biennial conference, peer-exchange workshops, the *PLUS Network* website and other electronic and print media).
9. Provide sufficient resources to participate in the *PLUS Network*. This includes at a minimum: staff time and financial resources associated with the communities' long-term planning initiatives; local costs of workshops hosted in the community; annual *PLUS Network* membership fees; and travel expenses for attending some meetings.

Agreed and Accepted:

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Ken McRae  
Mayor  
City of Port Alberni

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Dr. Nola Kate Seymoar  
President and CEO  
International Centre for Sustainable Cities